CITY OF KENT POSITION DESCRIPTION

Position Inventory Number:					
Classification Specification: CIVIL LEGAL ASSISTANT					
Salary Range: NR 26					
Position Description: <u>Civil Legal Secretary</u>					
Incumbent:					
Location: Law Department - Civil					

GENERAL PURPOSE:

Under the direction of the City Attorney, or a designee, perform a wide variety of complex and specialized civil legal assistant duties in support of the Law Department.

Work is characterized by complex, civil legal assistant activities in support of the City Attorney and Civil Attorneys. This is an experienced-level classification in which the incumbent performs broader and more complex duties, usually under short deadlines, which require extensive technical and administrative knowledge and skills. Duties and responsibilities include, but are not limited to, preparing legal documents; transcribing and preparing contracts, agreements, easements, leases, deeds, verbatim minutes, correspondence, memorandums, hearing and meeting minutes; maintaining an extensive and complex filing system; prepare the department's payroll and employee reimbursements; prepare and or assist with procurement card reconciliations; and act as the Operations Committee Secretary.

Work is performed under general supervision. The supervisor defines objectives, priorities, and deadlines; and assists the incumbent with unusual situations, which do not have clear objectives or precedents. The incumbent plans and carries out assignments and handles problems and deviations in accordance with instructions, policies, procedures, and/or accepted practices. Work is evaluated for technical soundness and conformity to practice and policy.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

Prepare legal documents which includes, but is not limited to, notices of appearance, affidavits, motions, declarations, certificates of service, briefs, extensive witness and exhibit lists, and other pleadings from dictation, notes, or oral directions.

Transcribe and prepare contracts, agreements, easements, leases, deeds, verbatim minutes, correspondence, memorandums, and hearing and meeting minutes from notes, dictation, tapes, or oral direction using templates and/or forms.

Prepare ordinances, cover sheets for recording with King County Recorder's Office, and resolutions using templates; research Committee packets; and file, prepare, and attach exhibits as appropriate.

Routinely arrange for the recording, filing, and service of legal documents via mail, facsimile, or messenger.

Provide information and services to other City departments and personnel, various outside agencies, organizations, and the general public.

Log work requests and route to the appropriate attorney for response; track deadlines; log documents routed for Mayor's signature.

Maintain an extensive and complex filing system by receiving, reviewing, and creating new files; filing new materials; expanding, reorganizing, and distributing files as necessary; closing out files on a quarterly basis.

Route and screen office telephone calls as requested; schedule meetings and/or appointments as requested; receive, sort, and distribute incoming mail twice daily; assist or substitute for the Legal Analyst in his or her absence as assigned.

Prepare the department's payroll bi-monthly and all People Soft reports; monitor/update the department vacation calendar.

Prepare the department's employee reimbursements; prepare and or assist with procurement card reconciliations.

Receive, review, and prepare department's files, and at times other department's files, for public records requests prior to review and/or copying for disclosure; act as records management coordinator on behalf of the department; and attend related meetings as required.

Receive and monitor all bankruptcies where the City is named as a creditor; and prepare Proof of Claims for filing.

Update all of the department's Kent City Code books and supplements throughout the department's law library.

Order and receive all office supplies and multimedia requests for the department.

Act as Operations Committee Secretary; organize, prepare, and distribute the Operations Committee agenda and packets; finalize meeting minutes; scan and place finalized minutes and agenda packets into Acorde.

Become familiar with, follow, and actively support the City's mission, vision, values, and behavior statements of the department and the City.

Position Description: Civil Legal Assistant Page 3 of 5

PERIPHERAL DUTIES:

Perform related duties as assigned.

KNOWLEDGE, SKILLS, AND ABILITIES:

KNOWLEDGE OF:

- Legal terminology, documents, and procedures relevant to civil court proceedings
- Municipal organization, operations, policies, and objectives
- Recordkeeping techniques
- Correct English usage, grammar, spelling, punctuation, and vocabulary
- Interpersonal skills using tact, patience, and courtesy
- Modern office practices, procedures, and equipment including personal computers and related software such as word processing and spreadsheet programs
- Court rules, service of process, and filing procedures
- Organizational techniques for computer file directories, templates, form banks, etc.

SKILLED IN:

- Transcription and preparation of complex legal documents and correspondence
- Maintaining complex interrelated files and records

ABILITY TO:

- Perform complex and specialized legal secretarial duties
- Communicate using effective telephone techniques and etiquette
- Work confidentially with discretion
- Produce and edit documents using Word, Excel, and/or related applications
- Type at an acceptable rate of speed
- Maintain regular attendance; work flexible evening and/or weekend hours as required
- Establish and maintain effective and cooperative working relationships with others
- Meet schedules and timelines
- Communicate effectively both orally and in writing
- Operate modern office machines and equipment listed below
- Maintain calendars and make travel arrangements as directed
- Complete work with many interruptions
- Prepare, proofread, and edit complex correspondence and reports including letters, memoranda, etc.
- Add, subtract, multiply, and divide quickly and accurately
- Apply common sense understanding to carry out instructions furnished in written, oral, or diagram form
- Analyze situations accurately and adopt an effective course of action
- Solve practical problems

MINIMUM EDUCATION AND EXPERIENCE REQUIRED:

Education: High school diploma, or equivalent, supplemented by some college level course work

or training in legal secretarial or paralegal support; and

Experience: Three (3) years of increasingly responsible legal secretarial experience including at

least one (1) year of secretarial support for two (2) or more attorneys.

Or: In place of the above requirement, the incumbent may possess any combination of

relevant education and experience which would demonstrate the individual's knowledge, skill, and ability to perform the essential duties and responsibilities listed

above.

LICENSES AND OTHER REQUIREMENTS:

 Valid Washington State Driver's license, or the ability to obtain within thirty (30) days of employment

• Ability to obtain bonding for Notary Public Certificate

MACHINES, TOOLS, AND EQUIPMENT USED:

Typical business office machinery and equipment including, but not limited to, personal computer including spreadsheet and word processing software such as Word, Excel, Outlook, e-mail, printers, telephone, transcription equipment, tape recorder, fax machine, copy machine, and calculator.

PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is regularly required to sit; use hands to finger, handle, or feel; talk; and hear. The employee frequently is required to reach with hands and arms. The employee is occasionally required to stand; walk; climb or balance; and stoop, kneel, crouch, or crawl. The employee must occasionally lift and/or move up to 35 pounds.

Specific vision abilities required by this job include close, distance, color, and peripheral vision; depth perception; and the ability to adjust focus.

WORKING CONDITIONS:

Work is performed in an indoor office environment; the incumbent may be required to attend evening meetings or travel to offsite meeting locations; the incumbent may be exposed to individuals who are irate or hostile; noise level in the work environment is usually moderate.

Position Description: Civil Legal Assistant				Page 5 of 5	
SIGNATURE	ES:				
Incumbent's Signature		Date	Supervisor's Signature	Date	
Approval:					
Department Director/Designee		 Date	Employee Services Director/D	esignee Date	
** Note:	This document will be reviewed and updated annually at the time of the employee performance appraisal; when this position becomes vacant; or, if the duties of the position are changed significantly.				

Revised: 7/13/09